

**BUDGET**  
**TOP PRIORITY**



**GOVERNMENT OF TELANGANA**  
**ABSTRACT**

Budget Estimates 2014-15 – Instructions for the preparation of Budget Estimates and submission **on-line** through **Comprehensive Financial Management System (CFMS) Module** - Instructions – Issued.

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**FINANCE (BG) DEPARTMENT**

G.O.Ms.No. 10

Dated:28-06-2014.

Read the following:-

1. Circular Memo.No.3027/A/508/A1/BG I/2013 of Finance (BG.I) Department, Dt.21-09-2013.
2. G.O.Ms.No.117, Government of Andhra Pradesh, Finance (BG.I) Department, dt.21-05-2014.
3. G.O.Ms.No.118, Government of Andhra Pradesh, Finance (BG.I) Department, dt.21-05-2014.
4. Circular Memo.No.39/01/A1/BG/2014 of Finance (BG) Department, Dt.11-06-2014.
5. G.O.Ms.No.5, Finance (BG) Department, dt.12-06-2014.



**ORDER:**

According to Para 13.19.1 of the Budget Manual, the Heads of Departments and Other Estimating Officers should prepare their estimates for both receipts and expenditure in duplicate and send one copy direct to the Finance Department, and the other to the Administrative departments of the Secretariat concerned.

In the reference 4<sup>th</sup> and 5<sup>th</sup> read above, orders were issued for furnishing of Number Statement and Budget Estimates 2014-15, through Finance Department Portal. In addition to existing system of budgeting Government also hereby order to furnish Number Statements and Budget Estimates for the year 2014-15 through Comprehensive Financial Management System (CFMS) Module. All Drawing and Disbursing Officers (DDOs) and Heads of Departments (HODs) shall prepare their Number Statements and Budget Estimates both for receipts and expenditure through Comprehensive Financial Management System (CFMS) Module.

### **NUMBER STATEMENTS:**

According to Para 13.2.1 of the A.P. Budget Manual, the Heads of Departments and the Other Estimating Officers have to submit Number Statements to the Finance Department giving particulars of posts of Permanent, Temporary and Supernummary establishment (both Gazetted and Non Gazetted) the sanctioned monthly pay, the Special Pay if any, and the fixed allowances attached to the posts or individuals that will be drawn on the 1<sup>st</sup> April of the following year and number of officers at each rate of pay for whom provision will be made in the Departmental Estimates.

Accordingly details submitted by the DDOs/HODs through Human Resources Management System (HRMS) Package made available to all DDOs/HODs to validate the employees data through Comprehensive Financial Management System (CFMS) Module. All Drawing and Disbursing Officers (DDOs) should validate the data and forward the same to respective Heads of Departments (HODs) for authorization. All HODs after verifying the details furnished by the DDOs should validate the same and forward to the concerned administrative Department of Secretariat.

### **BUDGET ESTIMATES:**

According to para 13.9 of the Budget Manual, the Heads of Departments (HODs) and Estimating Officers shall make provisions for all sanctioned schemes, but not for schemes of new expenditure which has been submitted to the Government but not yet sanctioned. Information shall be furnished in **proforma-B1**.

(i) The provisions under the concerned detailed heads i.e., standard objects of expenditure shall be included keeping in view the guidelines indicated in references 4<sup>th</sup> read above. The provisions for Dearness Allowance, Interim Relief, Leave Travel Concession, House Rent Allowances, Encashment of Earned Leave, Medical Reimbursement etc., shall be included under respective sub-detailed heads under “010 Salaries”.

(ii) The estimates for contingent expenditure shown under “Office Expenses” should be prepared with reference to the instructions laid down in para 13.16 of the Budget Manual. Details of the items of expenditure included, detailed reasons. Proper attention must be paid while estimating water and electricity charges which should take into account pending arrear bills, the increase in tariff rate etc., and provision for the amounts that will become payable in the year. Wherever arrears are included, detailed reasons together with figures would be furnished in the explanatory note.

The Heads of the Departments shall prepare the Budget Estimates for Non-Plan and Plan Estimates by using Comprehensive Financial Management System (CFMS), along with existing Government System of budgeting as ordered in the reference 5<sup>th</sup> read above in the following proformaes.

Proforma – A:	Receipts
Proforma – B:	Non-Plan Expenditure
Proforma – B2:	Plan Expenditure
Proforma – B3:	Non-Plan New Schemes
Proforma – B4:	Plan New Schemes

**1. The attention of DDOs is invited to the following special points:**

**(i) Steps involved in validation of the Employee data by DDOs:**

1. Logon with the Comprehensive Financial Management System (CFMS) portal at [URL:https://cfms.telanganafin.gov.in](https://cfms.telanganafin.gov.in) with user **ID**, Password already made available.
2. Go to the **Budget Management → Number Statement → Edit Employee Data.**
3. Then, Click on “Show” button to view the Salaries projected. (All the Regular employee details will be displayed as per the details stored in Comprehensive Financial Management System (CFMS) database).
4. After completion of modifications on the screen, click on the “**Save**” button to save the changes.
5. **Approving the Employees data:** After saving the changes that you want to make, Click on “**Submit**” button to approve/submit the final employee data to HOD.
6. Before submitting the data to HOD, the DDOs shall ensure that the changes you made have been saved or not to save the changes made.

Same process shall be followed for preparation of other forms of Number Statements like Proforma II & III for Grant – in – Aid towards Salaries and Work Charged Establishment respectively.

**(ii) Steps involved in preparation of Number Statements by HODs.**

1. Logon with the Comprehensive Financial Management System (CFMS) portal at [URL:https://cfms.telanganafin.gov.in](https://cfms.telanganafin.gov.in) with user **ID**, Password already made available.
2. Go to the **Budget Management → Number Statement → Number Statement Proformae.**
3. Then, Click on “Show” button to view the particular Proforma applicable. (All the Number Statement details will be displayed as per the data available in CFMS database). The Proformae applicable for preparation of Number Statements on Forms I to VI.
4. After verifying the data, click on “Submit” button to approve/submit the final Number Statements to Administrative Department of Secretariat.

**(iii) Steps involved in preparation of Budget Estimates:**

1. Logon with the Comprehensive Financial Management System (CFMS) portal at [URL:https://cfms.telanganafin.gov.in](https://cfms.telanganafin.gov.in) with user **ID**, Password already made available.
2. Go to the **Budget Management → Budget Preparation → Budget Forms.**
3. Then, Click on “**Show**” button to view the particular form along with Heads of Accounts applicable. (All the Heads of Account details will be displayed as per the details stored in CFMS database).
4. After entering the Budget Estimates on the screen, click on the “**Save**” button to save the changes.
5. After saving the Estimates, Click on “**Submit**” button to approve/submit the final Estimates to Administrative Department of Secretariat.

- (iv) **Data of submission of Estimates & Number Statements:** All Employee Data shall be validate and submit by Drawing and Disbursing Officers to their Heads of Departments concerned through on-line not later than **30<sup>th</sup> June, 2014**. The Administrative Departments of Secretariat would collect and forward the Employee Data with their comments to the Finance Department by **3<sup>rd</sup> July, 2014** at the latest.
- (v) **Accuracy and authority for estimates:** It will be the responsibility of the Heads of the Departments and Other Estimating Officers to see that no omissions or deviations are made in making provisions for any sanctioned scheme or any other item of expenditure covered by sanction of the competent authority for which provision sought to have been made in Part-I of the Budget Estimates (sanctioned item). Similarly no provision should be made in past-I of the Estimates, for any item of Expenditure for which no sanction of Government Exists.
- (vi) The instructions issued vide reference 4<sup>th</sup> & 5<sup>th</sup> read above will hold good for preparation of Number Statements and Budget Estimates through CFMS respectively.
- (vii) For any assistance/help/clarification in using the CFMS for validation of Employee data, preparation of Number Statements and Budget Estimates the DDOs/HODs may contract the following Help Desk Team Mobile Numbers:

1. 7032929310	8. 8142567304
2. 7032929311	9. 9052574327
3. 7032929312	10. 9160376973
4. 7032929313	11. 9963615558
5. 7032929314	12. 9848260825
6. 9951574888	13. 9573530440
7. 9000007649	

- (viii) *The Treasury Officers, Pay and Accounts Officers (Works & Accounts) and Pay and Accounts Offices, Hyderabad shall enforce the submission of Employee Data and Budget Estimates by the Drawing and Disbursing Officers and Chief Financial Officers (Joint Directors/Chief Accounts Officer/Accounts Officers/Assistant Accounts Officers etc.,) of Heads of Departments. In default further claims of the DDOs/CFOs shall not be honoured by the Treasury Officers, PAOs (Works & Accounts) and Pay and Accounts Officers, Hyderabad.*

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)**

**V. NAGI REDDY**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

To  
 All the Drawing and Disbursing Officers through their Heads of Departments.  
 All Heads of Departments and Estimating Officers.  
 All Departments of Secretariat.  
 The Registrar, High Court of Judicature at Hyderabad of Telangana State.  
 The Special Chief Secretary to Governor, Raj Bhavan, Hyderabad.

The Registrar, Administrative Tribunal, Hyderabad.

The Registrar, Loka Ayukta, Hyderabad.

The Secretary, Public Service Commission, Hyderabad.

The Director of Treasuries and Accounts, Hyderabad.

The Director of Works and Accounts, Hyderabad.

The PAO, Hyderabad.

The Deputy Directors of District Treasuries (Through DTA).

The Pay and Accounts Officers (Works and Accounts).

Copy to All Finance (EBS) Department, O.P.I, O.P.II, Admn.I & II and HR.V (Pensions) Sections.

Copy to General Administration (I&PR) Department.

SF/SCs.

//FORWARDED BY :: ORDER//

SECTION OFFICER.